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: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D.C.
:
:
: NUMBER 211
: January 16, 1950
:

PMA PROCEDURE TRANSMITTAL

NEW AND REVISED INSTRUCTIONS

- 104.1 and PMA EMPLOYEE AWARDS COMMITTEES: The names of the
Exhibit A PMA Central, Branch, Office and Field Office
Revised 1-4-50 Management Improvement and Suggestion Awards
Committees are changed to "PMA Employee Awards
Committees" and functions are redefined in accordance
with Administrative Notice No. 143, dated October
14, 1949. The PMA Central Committee membership for
1950 is designated in Exhibit A. Changes are made in
the Branch Committee membership as necessary. Remove
Instruction and Exhibit A dated 3-3-49 from the
Manual and insert the attached. DISTRIBUTION: A, B
(Distributed Separately)
- 113.1 PMA STATE CHAIRMEN: Exhibit A has been revised to
Exhibit A incorporate changes to date in PMA State Chairmen.
Revised 1-10-50 Remove Exhibit A dated 5-31-49 from the manual
and insert the attached. DISTRIBUTION: A, B.

FORMS MANUAL INSERTION

- SF-1069 VOUCHER FOR ALLOWANCE AT FOREIGN POSTS OF DUTY:
1-10-50 PMA Instruction covering use 218.1, 9-22-49,
(pages 7, 8 and 23 revised 12-22-49). DISTRIBUTION:
A, B.

* * *



DISTRIBUTION: A, B.

PMA STATE CHAIRMEN

Henry H. Whittle, Acting
Alabama Polytechnic Institute
Auburn, Alabama

Ira Q. Rice
P. O. Box 4068
1524 Vista Street
Boise, Idaho

Obed M. Lassen
Union Investment Company Bldg.
415 South First Street
Phoenix, Arizona

Lee M. Gentry
Standard Office Building
124-132 S. Water Street
Decatur 12, Illinois

J. L. Wright
108 $\frac{1}{2}$ West 3d Street
P. O. Box 2781
Little Rock, Arkansas

L. Marshall Vogler
5th Floor
Illinois Street Postal Bldg.
Indianapolis 9, Indiana

E. H. Spoor
2288 Fulton Street
Berkeley 4, California

Hervey E. Hazen
1101 Walnut Street
Des Moines 7, Iowa

Dewey J. Harman
P. O. Box 579
225 W. Oak Street
Ft. Collins, Colorado

Emmet Womer
1122 Moro Street
Manhattan, Kansas

W. S. Wadsworth
95 Washington Street
Hartford 6, Connecticut

Roudell O. Wilson
Mill and Maxwell Streets
Lexington 29, Kentucky

Ernest S. Mattiford (Acting)
Courtney and Academy Sts.
Newark, Delaware

L. A. Mullin
P. O. Box 8597
University Station
Baton Rouge, Louisiana

W. B. Anderson
Seagle Building
Gainesville, Florida

Fred J. Nutter
University of Maine
Orono, Maine

Thomas R. Breedlove
Old Post Office Building
Athens, Georgia

PMA STATE CHAIRMEN

Joseph H. Blandford
University of Maryland
College Park, Maryland

Edward A. Settelmeyer
University of Nevada
Reno, Nevada

Harold F. Tompson
University of Massachusetts
Amherst, Massachusetts

J. Ralph Graham
29 Main Street
Durham, New Hampshire

J. H. Quick
Cahill Building
200 North Capitol Avenue
Lansing 4, Michigan

Charles A. Collins
College Farm
New Brunswick, New Jersey

Charles W. Stickney
210 Main Post Office Bldg.
St. Paul 1, Minnesota

W. Leslie Martin
State College, New Mexico

Charles L. Neill
P. O. Box 1251
1130 West Capitol Street
Jackson 5, Mississippi

Robert J. Howard
Byrne Building
236 W. Genesee Street
Syracuse 2, New York

Hilton L. Bracey
I.O.O.F. Building
10th & Walnut Sts.
Columbia, Missouri

George T. Scott
State College Station
Raleigh, North Carolina

Robert J. McKenna
211 North Grand Street
P. O. Box 149
Bozeman, Montana

John E. Kasper
400 de Lendrecie Bldg.
P. O. Box 2017
Fargo, North Dakota

Frank W. Reed
1st Floor, Trust Bldg.
Lincoln 1, Nebraska

Dale C. Williams
202 Old Federal Building
Columbus 15, Ohio

Charles T. Cameron
Etherton Bldg.
6th & Main Streets
Stillwater, Oklahoma

PMA STATE CHAIRMEN

E. Harvey Miller
515 S. W. 10th Avenue
Portland 5, Oregon

P. H. Newton
102 Adams Street
Burlington 14, Vermont

Clyde A. Zehmer
928 North Third Street
Harrisburg, Pennsylvania

Richard B. Bridgforth
609 E. Main Street
Richmond 19, Virginia

Oscar R. Hallene
71 Jackson Street
Providence 3, Rhode Island

Claus W. Peters
Room 301
Hutton Building
South 9 Washington Street
Spokane 8, Washington

Paul Sanders
P. O. Box 660
1615 Hampton Street
Columbia 33, South Carolina

J. Ward Wood
144 Pleasant Street
Morgantown, West Virginia

Mark Nelsen
56 Third Street, S. E.
Huron, South Dakota

Walter F. Katterhenry
117 Monona Avenue
Madison 3, Wisconsin

L. Carl Fry
139 8th Avenue North
Nashville 3, Tennessee

R. Lester Crompton
P. O. Box 1211
345 E. Second Street
Casper, Wyoming

Benjamin F. Vance
AAA Building
College Station, Texas

Will N. King, Director
Hawaiian Area Office
303 Dillingham Bldg.
Honolulu 16, T. H.

J. Vern Hopkin
222 S. W. Temple St.
Old Terminal Bldg.
Salt Lake City 1, Utah

G. Laguardia, Director
Caribbean Area Office
P. O. Box 4349
San Juan 21, Puerto Rico

505A-PHA

Standard Form No. 1069—Rev.
Form prescribed by
Comptroller General, U. S.
March 8, 1946
Amended 10-10-46

Voucher for Allowances at Foreign Posts of Duty

D. O. Vou. No. _____
Bu. Vou. No. _____

U. S. _____
(Department or Establishment and Bureau or Office)
THE UNITED STATES, Dr.,
To _____
(Payee)
Address _____

PAID BY
(For use of paying office)

Official Headquarters _____

Letter of authority _____
Period: From _____ to _____
Group _____ Class _____

Amount Claimed

Dollars Cts.

QUARTERS, ETC.			COST OF LIVING		
From—	To—	Amount	From—	To—	Amount

I CERTIFY that the above claim and schedule are true and just in all respects; that it is in accordance with the provisions of the act of June 26, 1930, the act of February 23, 1931, and the Bureau of the Budget Circular A-8, and amendments thereto governing such allowances; that payment therefor has not been received; that I was in pay status during the period covered by this voucher; that during this period I was maintaining and paying for quarters at my regular post of assignment while on leave, official or otherwise; that quarters, including facilities, were not furnished free of charge in a Government-owned or rented building during this period; and that I am a citizen of the United States.

(Payee must not use this space)

Differences _____

Amount verified; correct for _____

(Signature or initials) _____

I FURTHER CERTIFY that (indicate by (X)) statements applicable)—

☐ I arrived at the above-mentioned post or station on _____, 19____;

☐ I took charge of the above-mentioned post or station on _____, 19____;

☐ I am not regularly in charge of the above-mentioned post or station;

☐ I am married, or unmarried, and have living with me at the above-mentioned post or station children, stepchildren, mother, father, or sister;

☐ I am unmarried and have no children, stepchildren, mother, father, or sister living with me at the above-mentioned post or station;

☐ I live with _____ (member of family) who is employed in Government service and receives a rent allowance or commutation of \$_____;

If officially absent during the period for which allowances claimed—(indicate)

☐ Travel Status ☐ Annual Leave ☐ Sick Leave ☐ LWOP

Period of absence involved: From _____ to _____

Date _____, 19____ SIGN ORIGINAL ONLY Title _____
(Signature of payee)

RECOMMENDED FOR APPROVAL:

(Supervising official)

Pursuant to authority vested in me as an authorized certifying officer, I certify that the official headquarters of the claimant is as stated above; that the allowances were duly authorized pursuant to law and regulations; that the above statement of claimant for allowances claimed has been examined and is correct; that the amounts therein claimed are just and reasonable; and that his status was as indicated.

*Approved for \$_____

SIGN
ORIGINAL
ONLY

(Authorized certifying officer)

Date _____, 19____ Title _____

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

Appropriation, limitation, or project symbol	Appropriation title	Limitation or project Amount	Appropriation Amount

Paid by { Check No. _____, dated _____, 19____ } { on Treasurer of the United States } in sum of \$_____
{ Cash on _____, 19____ } { in favor of payee named above }
(If paid in foreign money, here state kind and amount) in sum of \$_____

SIGN
ORIGINAL
ONLY

Receipt of cash as above is acknowledged.

(Signature of payee)

* If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the blank space below "Approved for \$_____ and over his official title.

FORM NO.: S. F. 1069-Rev.

TITLE: VOUCHER FOR ALLOWANCES AT FOREIGN POSTS OF DUTY

ACTUAL SIZE: 8" X 10½"

PRINTED: 1 sheet, front only

PREPARATION: Original and one copy.

DISTRIBUTION: To appropriate accounting office.

PROCEDURE COVERING USE: 218.1

DISTRIBUTION: A, B
1-10-50

